# Connecticut General Assembly
### JOB OPPORTUNITY
## Press Secretary
### Connecticut State Senate Republican Caucus

## PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

**Open To:**       The Public

**Location:**       Hartford

**Hours:**       Full-Time

**Salary:**       To be determined

**Closing Date:**       August 28, 2013

## Preferred Skills and Ability:

Qualifications: Exceptional written communication skills.  2-5 years of experience in public relations agency or communications department.  Ability to deliver on a deadline.  Interest in, and working knowledge of, state government.

## General Experience

The press secretary will report to the communications director and be responsible for establishing and executing communications goals for four Republican state senators.

## Special Knowledge:

General responsibilities include: writing press releases, op-ed columns, testimony, copy for direct mail, web content and talking points for media interviews; maintaining media databases; pitching news stories and booking television and radio interviews.

Each press secretary's daily routine will also include monitoring statewide newspapers and news websites; regular contact with senators to plan and discuss media relations; and coordination with legislative aides to archive news clips and monitor local issues.

The press secretary will work directly with the communications director and state senators to:
- identify legislative priorities and refine messaging;
- outline a direct mail plan
- outline a plan for local media presence;
- schedule meetings w/ local newspaper editors; plan local press conferences

## Application Instructions:

Prospective applicants should provide a resume, cover letter and two writing samples to:

**Jack Shannon**
**Chief of Staff**
**Senate Republican Office**
**Legislative Office Building, Room 3400**
**Hartford, CT 06106**

# AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.